

Table 2

Warren County Schools
2013 – 2014 Established Payroll Dates and Absence Information
Pre-K and High School (Except Northside & WECHS)

10 Mo. Employees

<u>Days Included In The Pay Period</u>	<u>Absence Information</u>	<u>Payroll Dates</u>
Aug 16 – Sept 13	Aug 16	Aug 30
Sept 16 – Oct 15	Aug 19 – Sept 13	Sept 30
Oct 16 – Nov 13	Sept 16 – Oct 11	Oct 31
Nov 14 – Dec 13	Oct 14 – Nov 8	Nov 27
Dec 16 – Jan 13	Nov 12 – Dec 6	Dec 20
Jan 14 – Feb 12	Dec 9 – Jan 10	Jan 31
Feb 13 – Mar 13	Jan 13 – Feb 14	Feb 28
Mar 14 – Apr 14	Feb 17 – Mar 14	Mar 21
Apr 15 – May 13	Mar 17 – Apr 11	Apr 30
May 14 – June 12	Apr 14 – May 9 & May 12 – June 12	May 30

Absences are to be keyed in daily at each site

[Any absences/scheduled absences from May 12th until June 12th are to be faxed daily]

Daily Substitutes

<u># Sch. Days Paid</u>	<u>Substitute Days Worked</u>	<u>Payroll Dates</u>
14	Aug 26 – Sept 13	Sept 30
19	Sept 16 – Oct 11	Oct 31
20	Oct 14 – Nov 8	Nov 27
17	Nov 12 – Dec 6	Dec 20
15	Dec 9 – Jan 10	Jan 31
23	Jan 13 - Feb 14	Feb 28
19	Feb 17 – Mar 14	Mar 21
15	Mar 17 – Apr 11	Apr 30
18	Apr 14 – May 9	May 30
20	May 12 – June 9	June 13

[Information for Sub Pay will be submitted with Teacher Absences]

11 & 12 Month Personnel and Misc.

<u>Absence Information</u>	<u>Payroll Dates</u>
Jul 1 – Jul 31	Jul 31
Aug 1 – Aug 30	Aug 30
Sep 1 – Sep 30	Sep 30
Oct 1 – Sep 30	Oct 31
Oct 1 – Oct 31	Nov 27
Nov 1 – Nov 29	Dec 20
Dec 1 – Dec 31	Jan 31
Jan 1 – Jan 31	Feb 28
Feb 1 – Feb 28	Mar 31
Mar 3 – Mar 31	Apr 30
Apr 1 – Apr 30	May 30
May 1 - May 30	June 27
June 1 - June 30	

Pay periods are from the first of the month through the end of the month.

**Bus Drivers/Longevity/Timesheet & Misc.
(Mid-Month Pay)**

<u>Days Worked</u>	<u>#Sch Days Paid</u>	<u>Time Sheets To Garage</u>	<u>Time Sheets To Finance</u>	<u>Payroll Dates</u>
8/26-8/30	5	9/3/13	9/6/13	Sep 13
9/3-9/27	19	9/30/13	10/4/14	Oct 11
9/30-10/25	19	10/28/13	11/1/13	Nov 8
10/28-11/22	19	11/25/13	12/2/13	Dec 6
11/25-12/20	18	12/23/13	1/3/14	Jan 10
1/6-1/31	19	2/3/14	2/7/14	Feb 14
2/3-2/28	19	3/3/14	3/7/14	Mar 14
3/3-3/21	15	3/31/14	4/4/14	Apr 11
3/31-4/25	18	4/28/14	5/2/14	May 9
4/28-5/30	24	6/2/14	6/6/14	June 13
6/2 - 6/9	6	6/10/14	6/13/14	June 20

PLEASE NOTE: Longevity Pay Dates are July 12 & August 16